

COUNTY OF MONTGOMERY

PURCHASING DEPARTMENT
755 ROANOKE STREET, Suite 2C
CHRISTIANSBURG, VA 24073-3179
PHONE (540) 382-5784 | FAX: (540) 382-5783
Jeff Groseclose CPPB, VCA, VCO, Procurement Manager

REQUEST FOR PROPOSAL, RFP # 23-11 issued April 04, 2023 ADDENDUM NUMBER 1

DATE: April 25, 2023
TITLE: Branded and/or Promotional Items

Amendments:

1. No further questions will be accepted after the issuance of this addendum.
2. Special Terms and Conditions are numbered incorrectly in Attachment A of the RFP document. The correct numbering for each term is as follows, however there are no changes to content of each term.
 1. **ADDITIONAL GOODS AND SERVICES**
 2. **AUDIT**
 3. **AUTHORIZED USERS**
 4. **AVAILABILITY OF FUNDS**
 5. **CANCELLATION OF CONTRACT**
 6. **INDEPENDENT CONTRACTOR**
 7. **INSURANCE**
 8. **MINORITY BUSINESS, WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING**
 9. **PROPOSAL ACCEPTANCE PERIOD**

Clarification:

1. **Question:** Which logo (seal or spell out) should be used for decoration of the goods in all three programs (Service, Employee Store, Promo Products)?

Montgomery County Response: More often than not, the County logo will be used on items. There may be a few items occasionally that require the County Seal.

2. **Question:** For Service Award Program:
 - a. Do you have specific budget levels for each milestone you are recognizing?
 - b. Do you invite your employees to order their service award on a monthly, quarterly or annual basis?
 - c. How do solicit your employees to place their order – by brochure or email?
 - d. Do the brochures ship to the employees' work or home location?
 - e. Do the gifts ordered ship to the employees' work or home location?
 - f. Should the pricing include shipping charges?
 - g. Do we ship all the service award items at once?

Montgomery County Response:

- a. Budget levels are still being determined. However, the service anniversaries are as follows:
 - i. 5 years
 - ii. 10 years
 - iii. 15 years
 - iv. 20 years
 - v. 25 years
 - vi. 30 years
 - vii. 35 years
 - viii. 40 years
 - ix. 45 years
- b. At this time, employees are recognized annually. However, there is discussion about moving this to quarterly recognitions.
- c. If possible, we'd like to provide a link to the eligible items to view.
- d. N/A
- e. Most likely, if employees order something directly, the preference is to have it shipped to their home address. If the organization or a department places an order, it would be shipped to the associated office building. Offerors should state in their proposals if items that are paid for by employees and requiring sales tax could be shipped to their home/provided address? Alternately, proposals should state if items purchased by departments could be tax exempt and shipped to the associated department office/building.
- f. Yes.
- g. At this time, yes. However, there is discussion to move recognition from annual to quarterly. As a result, then we would want items shipped quarterly.

3. Question: What are the quantities wanted for each item?

Montgomery County Response: This depends on the item. We would like for employees to have access to individual (print-on-demand maybe?) items whereby they may only be ordering one item at a time (hat, shirt, sweatshirt, water bottle, etc.). However, there are instances where departments would order larger quantities for various events. The quantities for these events would range from 50 to 1,000 or even greater depending on the event/purpose.

4. Question: Do you have an estimate on yearly quantities required?

Montgomery County Response: At this time, no.

5. Question: Do you have delivery address information for where the products are to be shipped to?

Montgomery County Response: The County is still discussing whether items ordered by employees via an online store will be shipped to a County business address or to the employee's residence. (See response to clarification question 2.e above). Please include in your proposal how this will affect pricing.

6. Question: How does the tone and mood chart on the brand guide apply to any of this, or does it?

Montgomery County Response: It does not apply.

7. Question: Do you have the art files for us to use?

Montgomery County Response: The logo art files were created and are owned by Montgomery County. As a result, art files will be provided.

8. Question: How many full time and part time employees do you have?

Montgomery County Response: Approximately 600

9. Question: Will sales tax apply to these purchases?

Montgomery County Response: Sales tax should apply to any items purchased by, and billed to, employees. Any purchases by, and billed to, the County should be exempt from sales tax.

10. Question: Are the employee service awards gifts like branded apparel/swag, electronics, etc. or actual awards (plaques)?

Montgomery County Response: At this time, we envision branded swag. However, there may be an opportunity in the future to print and distribute plaques/awards.

11. Question: Since all users of the online store will not have a county email address, are you open to issuing login codes to keep the store private from the general public?

Montgomery County Response: Yes.

12. Question: Does the county have a budget for a software fee to cover the cost of the online store?

Montgomery County Response: No.

ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

COMPANY/FIRM NAME AND ADDRESS:

_____ Zip Code _____

Telephone Number: () _____

SUBMITTED BY:

NAME: _____
(print)

SIGNATURE: _____

TITLE: _____

DATE: _____

Email: _____